Michigan Department of Community Health (MDCH)
INTERN POSITION

MENTOR INFORMATION	
Date 8/24/11	Mentor Name Phil Chvojka
Administration Behavioral Health & Developmental Disabilities	Bureau/Section Bureau of Substance Abuse & Addiction Services

INTERNSHIP INFORMATION

Position Title Data Analyst Assistant	Position Location Lansing, MI Lewis Cass 5th Floor	Desired Start Date N/a

Description of the Intern Responsibilities
Turn raw output data into presentable formats for use by management and the field:
Collect data on many points of information.
Use data to determine ratios/percentages and other calculations.
Prepare Excel graphs, charts and PowerPoint presentations
Review submitted data for completeness and timeliness, and follow-up when not in compliance with contract.
Proof documents for content and readability
Work under direct supervision of data specialist doing analysis such as longitudinal trends and outliers.

List project/s for the Intern (not administrative work)
Assist with compiling the following:
-Coordinating Agency Profile Report
-Annual/Legislative Report
-Information for Block Grant Application
-Data Submission Batch Logging

Desired Skills/Qualifications of the Intern
Report skills that use both data and information to tell a story.
Ability to work with spreadsheet calculations.
High proficiency using Microsoft Word, Excel, and PowerPoint.
Communication and organization skills

Other Information (For example: desired length, hrs per week)
Work hours are flexible

This is an unpaid internship but the intern will gain valuable experience.

NEXT STEPS

Please send completed form to the Administration's Internship Coordinator by e-mail.
Since this form is locked, the E-mail addresses are not hyperlinks.

Administration	Coordinator	E-mail
Behavioral Health & Developmental Disabilities	Jan Zwarka	ZwarkaJ@michigan.gov